

REOPENING PATERNITY CASES FOR DNA TESTING CHECKLIST - MILWAUKEE COUNTY

Fees: None to file the motion. There may be fees for service (see below). Service by the Milwaukee County sheriff is free with an approved fee waiver.

1. Fill out pages 1 and 2 of Notice of Motion and Motion.
2. **Room G10-1 (Legal Resource Center)** – Make 4 copies of the motion. (20 cents/page).
3. **Room 609 (Chief Judge's Office)** – If you are seeking a waiver of service fees, take the Affidavit of Indigency to this room. You must have proof of public benefits or proof of income (a month's worth of pay stubs) for consideration.
4. **Judge's Courtroom** – file the paperwork and get a court date.
5. **Room 101** – Give a copy to Child Support Enforcement.
 - a. If you do not have the other parent's address, you can ask Child Support Enforcement to mail a copy for you and file an Affidavit of Mailing with the court. The cost is \$10 or free with fee waiver.
6. Mail a copy of the motion to the other party via **Certified Mail**. If there is
 - i. a restraining order or injunction in place **or you have Judge Gordon**, service must be done via the sheriff (**Room 209 of Safety Building** – skywalk is on first floor)(\$35 per attempt or free with fee waiver) or by a mailing from Child Support (not an option if your judge is Judge Gordon).

All of you work in serving the papers will be wasted unless you remember to bring your PROOF OF SERVICE to the hearing.

YOU MUST BRING YOUR PROOF OF SERVICE WITH YOU TO THE HEARING OR YOUR CASE WILL NOT BE HEARD.

